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Administrative Officer

1. Administration:

- a. Property Officer. (All requisitions)
- b. Transportation officer [redacted] (rail or air)
- c. Finance Officer. (Clear expense vouchers through)
- d. General administration of outer office.
- e. Supervision of files, particularly administrative and training.
- f. Security officer.

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2. Training:

- a. Responsibility for one-day Indoctrination Course.
- b. Scheduling and arrangement of classrooms.
- c. Assisting the Executive for Staff Training in scheduling and running organized courses.
- d. Lecturing in staff courses when required.
- e. Assisting in undercover training when required.

3. Manual and Research:

- a. Responsible for all manual files
- b. Assistant Librarian (will keep adequate records on all books, films, etc.)
- c. Responsible for research in field of propaganda.

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Executive for Assessment

1. Assessment:

a. The supervision of all Assessment, whether overt or covert (In the case of covert assessment, however, assessment will be done under the general direction of the Executive for Undercover Training.)

b. Constant research in new assessment techniques, including validation studies of performances in the field.

c. Subject to SSU regulations and upon orders from the Chief, Training Branch, the procurement and training of assessment personnel, including undercover assessors.

d. Any lecturing in Staff Courses that may be necessary in connection with personnel procurement and evaluation.

e. The preparation and filing of all required reports.

f. The liaison, within or outside SSU, necessary to carry out the above duties.

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Assistant Executive for Staff Training
and Chief Instructor in Counter-
Intelligence Techniques.

1. Training:

- a. To assist the Executive for Staff Training and to act for him in his absence.
- b. To assume particular responsibility for the security of Staff Training and for any staff training in Counter-Intelligence Techniques, Photography, and Investigative Aids.
- c. To assist in any undercover training that may be necessary, when so directed.
- d. To maintain the necessary liaison within SSU in order to carry out the above duties.

2. Research and Manual:

- a. To be responsible for the manual section on Photography and Investigative Aids.
- b. To prepare lectures for other sections of the manual upon request.
- c. To prepare and have in constant readiness the necessary equipment for undercover training in Photography and Investigative Aids.
- d. To prepare other training materials when requested.
- e. To be responsible for constant research in the fields of Counter-intelligence, communications, and investigative techniques.
- f. To maintain the necessary liaison to carry out the above duties.

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Executive for Undercover Training

1. Training:

a. The supervision of undercover training, including:

(1) The initial planning of training assignments in conjunction with the desk involved and Security, subject to the provisions of the PSRO and Training SOP's on procedures for Undercover Training.

(2) The assignment of appropriate instructors for each job.

(3) The preparation of schedules and the constant supervision of each undercover training assignment.

(4) The setting up and supervision of undercover assessment, when requested, with the Executive for Assessment.

(5) The preparation of all teaching materials necessary for each assignment.

(6) Upon completion of each assignment, the preparation of the necessary reports and evaluations.

(7) On occasion, the instruction of undercover personnel, including undercover tutors.

(8) The maintenance of the necessary files and records on undercover training.

(9) The liaison within SSU and with outside agencies necessary to the conduct of the above duties.

b. Any assistance in Staff or Special Training that may be necessary and feasible.

2. Research and Manual.

a. The responsibility for the manual section on intelligence objectives and reporting.

b. The preparation of lectures for other sections of the Manual when requested.

c. In cooperation with the Executive for Staff Training, constant research in clandestine techniques.

d. The liaison within SSU or with outside agencies necessary to carry out the above duties.

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Executive for Staff Training

1. Training:

a. The setting up and supervision of:

- (1) Intelligence Courses (Old Basis)
(To assume responsibility after completion of current course.)
- (2) Any staff course set up in future (e.g. CI, Op. desk, etc.)
- (3) Special Training (Supervision and handling of tutorial training in Que Building.)

b. The necessary instruction in any of above.

c. When directed, instruction of undercover operators, including undercover tutors.

d. Any liaison within SSU necessary in the conduct of the above duties.

2. Research and Manual:

a. Responsibility for the manual section on Secret Intelligence.

b. Research files on Europe, Near East, Africa, Russia.

c. Preparation of lectures for other sections of manual, when requested.

d. Preparation of teaching materials for undercover training when requested.

e. Constant research, in cooperation with the Executive for Undercover Training, in operational techniques, both positive and defensive. This research should include interviews with men returned from overseas as well as efforts to validate techniques used in the field.

f. Any liaison within SSU necessary to carry out the above duties.

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